

1999 SINGLE PROCESS INITIATIVE RECOGNITION PROGRAM NOMINATION GUIDE

I. Award Background

A. Purpose:

1. The Single Process Initiative (SPI) Recognition Program is intended to recognize significant SPI-related achievements, to foster continued participation, and specifically to:

a. Recognize Management Councils (contractor, DCMC, DCAA, and major customer members) geographical Contract Administration Office (CAO) teams, and individuals making significant progress implementing SPI.

b. Encourage Management Councils, CAOs, and individuals to promote better teamwork, communication, and cooperation between contractors, DCMC, DCAA, and major customers.

c. Encourage contractors to aggressively pursue replacing Government-unique management and manufacturing requirements with more efficient, technically acceptable, common facility-wide practices in support of civil/military integration.

d. Encourage Management Councils to spearhead changes in technical processes that result in significant improvements in cost, schedule, or technical performance.

e. Encourage Management Councils to work with sub-tier suppliers and facilitate changes that result in significant improvements in cost, schedule, or technical performance.

f. Encourage Management Councils and geographic CAOs nationwide to share successes and lessons learned.

2. The DCMC Headquarters SPI Center will administer the SPI Recognition Program. The 1999 Recognition Program covers the period July 1, 1998 – December 31, 1999.

B. Award Categories: There are six award categories:

1. Civil Military Integration: For the Management Councils who have been most successful in utilizing SPI as a tool toward achieving civil military integration as evidenced by significant changes to cost, schedule, technical performance, or other benefits.
2. Supplier Mentoring: For the Management Councils most successful at clearing barriers and providing incentives for suppliers, or facilitating increased supplier participation in SPI and other acquisition reform initiatives.
3. Acquisition Pollution Prevention: For the Management Councils at the forefront of finding testable alternatives to processes that use hazardous material. These Management Councils effectively use SPI to facilitate substitution of safer alternatives that reduce hazardous emissions into the environment.
4. International: For the international Management Councils who have been the most successful in overcoming some of the unique challenges they face in applying Acquisition Reform or SPI. Examples may include language, communications, customs and remoteness barriers as well as those dealing with treaties, MOUs and NATO's involvement of the international contractors.
5. Increasing Participation: For the Contract Administration Offices who have been most effective at increasing participation by utilizing innovative approaches.
6. Individual Achievement Recognition. For Government and industry individuals instrumental in the processing and implementation of SPI concept papers or who have made other significant contributions in SPI and related initiatives.

C. Eligibility

1. Any Management Council otherwise meeting the eligibility criteria may apply for categories 1-3. Only international Management Councils may apply for category 4 and only geographic CAOs may apply for category 5. The Management Council, cognizant CAO, or home organization or company may nominate a Government or industry individual for category 6.
2. A Management Council may submit nomination packages in two categories. Separate nominations should be submitted for each category as different selection panels will be convened for each and they will be looking for the specific accomplishments of the respective award category.

3. Management Council eligibility requirements.

- A Management Council applying for one of the awards must have fully empowered senior-level representatives from the contractor, Defense Contract Management Command (DCMC) field office, cognizant Defense Contract Audit Agency (DCAA) office, and key customers. There must be a consistently high level of Component Team Leader participation.
- The Management Council must have been in existence during the period July 1, 1998 through December 31, 1999 and be actively engaged in fostering process improvements and successfully managing SPI and SPI-like initiatives.
- The Management Council will generally have proposed significant acquisition reform initiatives related to affordability. The Management Council should show evidence of cost savings/avoidance or other tangible benefits resulting from the block changes.
- The Management Council should have established operating procedures to include dispute resolution, a process for identifying and prioritizing process improvement targets, metrics to track the progress and results of approved concept papers, and other initiatives.

4. Geographical CAO eligibility requirements.

- The CAO must have a targeting strategy for promoting SPI with contractors under their cognizance that has been utilized during the period July 1998- December 31, 1999.
- The CAO must maintain currency of inputs using the SPI System database.

5. Individual eligibility requirements.

- An individual must have been a member of a Management Council, CAO, or other organization engaged in SPI activities for at least six months within the period of July 1998- December 31, 1999.
- An individual must have in some measurable way contributed significantly to the success of SPI.

D. Timetable

Award Information Available	<u>Week of</u> December 20, 1999
Nominations Due to DCMC Districts and Headquarters	February 29, 2000
Scoring of Nominations - Recipients Selected	March 20, 2000
Notify Award Recipients	March 20, 2000
Awards Ceremony	April 26, 2000

E. Nomination Preparation

For Management Councils and Geographical CAOs

1. Nominations are to be prepared in Microsoft Word, single-spaced, 12 point Times New Roman font. All submissions are to be sent electronically. Nominations will include three sections within one Microsoft Word file. An electronic template is provided as Attachment (1). It will be available on the DCMC home page. The sections are:

- a. A short abstract (no more than 100 words).
- b. An executive summary (one page maximum).
- c. A narrative (five page maximum).

2. The nomination package must have the endorsement of the cognizant CAO Commander (A sample letter is provided as Attachment (2)).

3. The abstract provides a synopsis of Management Council or geographic CAO accomplishments described in the narrative. The abstract will be used to develop a citation and used for promotional materials such as press releases. It is not counted as part of the five-page limit, nor will it be judged or given point values.

4. The executive summary describes the main products, key defense customers, suppliers, and significant commercial work associated with the contractor's facility. CAOs should similarly describe their unique makeup. The purpose of the executive summary is to help evaluation panel members better understand the nature of the work performed. The executive summary is not counted as part of the five-page limit, nor will it be judged or given point values.

5. The narrative should be a collaborative effort and represent the perspective of the Management Council or geographic CAO. Each sub-element of the SPI Recognition Program Criteria must be labeled and addressed in the narrative. As stated above, the narrative portion must not exceed five pages, single-spaced, 12 point Times New Roman font. Narratives that exceed these limits will not be considered. The narrative must be able to stand on its own merit. Responses should be concise and related to specific successes. Acronyms and terminology specific to the contractor's operations should be defined. Successes reported should be verifiable. Emphasis should be on results achieved and described in quantifiable terms (e.g., alternatives to chromium paint, or reduced hazardous emissions by 80% from 100,000 gallons to 20,000 gallons annually).

For Individual Nominations

1. The nomination package is to be prepared in Microsoft Word, single-spaced, 12 point Times New Roman font. All submissions are to be sent electronically. Nominations will consist of two parts within one Microsoft Word file. An electronic template is provided as Attachment (1). It will be available on the DCMC home page. The sections are:

- a. A short abstract (no more than 100 words).
- b. A narrative (two page maximum).

2. The nomination package may be submitted by a Management Council, CAO, or the individual's supervisor from industry or Government. (A sample letter is provided as Attachment (2)). Each sub-element of the SPI Recognition Program criteria must be labeled and addressed in the narrative. As stated above, the narrative portion must not exceed two pages, single-spaced, 12 point Times New Roman font.

3. The abstract provides a synopsis of the individual achievement accomplishments described in the narrative. The abstract may be used to develop a citation and used for promotional materials such as press releases. It is not counted as part of the two-page limit, nor will it be judged or given point values.

4. The narrative must be able to stand on its own merit. Responses should be concise and related to specific innovative approaches and successes. Acronyms and terminology specific to the contractor's operations should be defined. Successes reported should be verifiable.

F. Preparation and Submission of Nominations

1. Questions during the preparation of nomination packages should be addressed to the respective DCMC District SPI Coordinator. District SPI Coordinators are:

DCMDE- Ed Clavette – 617-753-4224 – eclavette@dcmdc.dla.mil

DCMDW- Dwight Hill- 310-900-6778- dhill@dcmdw.dla.mil

DCMDI- Becci Murtha- 703-767-2014- rebecca_murtha@hq.dla.mil

Questions may also be addressed to the Government member of the SPI Management Team (http://www.dcmc.hq.dla.mil/dcmc_o/oc/Spi/Teammbbr.htm).

2. The SPI Recognition Award nominations will be submitted electronically to both the DCMC District and the Headquarters SPI Center (bfoss_fischer@dcmhq.dla.mil). Hard-copies of the endorsement letters should be mailed to:

Attn: Barbara Foss Fischer, DCMCC-H
Defense Logistics Agency
8725 John J. Kingman Rd., Suite 2547

3. The DCMC District coordinator and Headquarters SPI Center must receive all nominations by **February 29, 2000**. Nominations received after this date will not be considered. An e-mail acknowledgment will be sent from the District Coordinator to each nominee to the address from which the nomination was sent. If an acknowledgment is not received within three business days, contact the District coordinator immediately.

4. The DCMC Headquarters SPI Center will assemble the nominations for evaluation, convene the award selection panel, announce the award recipients, and organize the award presentations.

II. Evaluation and Recognition

A. Evaluation Process:

1. An initial review will be conducted by District SPI personnel to ensure adherence to the eligibility criteria. Upon validation, the HQ DCMC SPI Center will forward the nomination to the selection panel.

2. The award selection panel will consist of representatives from the Military Services, academia, DCAA, DoD IG, and other Government acquisition and technical subject matter experts. Points will be assigned and the nominations ranked based on the scoring guidelines found in the 1999 SPI Recognition Award Scoring handbook. Selections will be data driven, i.e., based upon factual data provided. Therefore, applicants should include specific examples of issues, processes, or successes.

3. Two awards may be selected for each Management Council and Contract Administration award category described in Section I.B.

4. Recognition of individuals will be based upon the number of eligible nominations received.

B. Notification of Award Recipients: Award recipients will be notified of their selection and advised of the agenda and other details for the award presentation. Applicants whose packages were evaluated by the panel and not selected will be provided feedback addressing specific strengths and opportunities for improvement.

C. Award Presentation: An awards ceremony is being planned for April 26, 2000.

III. Award Recipient Responsibilities: As indicated in Section I, the SPI Recognition Program was created to promote better teamwork, communication, and cooperation between contractors, DCMC, DCAA, and major customers to encourage sharing of

successes and lessons learned. Accordingly, the SPI Recognition Award recipients may be asked to:

A. Share information from their nominations as case studies for use by other Management Councils and CAOs.

B. Participate in national and regional industry or Government conferences.

C. Share non-proprietary successes and lessons learned with other Management Councils, CAOs, and individuals.

IV. Award Criteria

A. Management Councils (Categories 1-4)

- | | |
|-------------------------|-------------|
| 1. Teamwork | (15 Points) |
| 2. Process Selection | (15 Points) |
| 3. Analysis Techniques | (15 Points) |
| 4. Implementation | (20 Points) |
| 5. Results/Benefits *** | (35 Points) |

TOTAL	(100 Points)
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B. Contract Administration Offices (Category 5)

- | | |
|-------------------------|-------------|
| 1. Teamwork | (15 Points) |
| 2. Marketing | (15 Points) |
| 3. Contractor Selection | (15 Points) |
| 4. Implementation | (20 Points) |
| 5. Results/Benefits | (35 Points) |

TOTAL	(100 Points)
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C. Individual Achievement (Category 6)

- | | |
|---------------------|-------------|
| 1. Teamwork | (30 Points) |
| 2. Implementation | (30 Points) |
| 3. Results/Benefits | (40 Points) |

TOTAL	(100 Points)
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SPI RECOGNITION PROGRAM NOMINATION

(Adapt as applicable based upon category)

DCMC Office (for Management Council and CAO categories)

Name: _____

Address: _____

Contractor Name (for Management Council categories)

Name/Division: _____

Address: _____

Provide the following information for the Individual, Management Council Members, or core CAO Team members (Please include the following information on all *primary* Management Council members since July 1, 1998)

Name/Rank/Grade: _____

Organization Represented: _____

Address: _____

Phone/Fax: _____

E-mail Address: _____

Nomination for Category(ies):

Please select: (Management Councils will select no more than 2: Civil Military Integration, Supplier Mentoring, Acquisition Pollution Prevention, and International. CAOs will indicate Increasing Participation. Individual nominations will so state.)

Abstract: (Please limit your response to 100 words).

Executive Summary: For Management Councils and CAOs. (Please limit your response to one page).

Narrative: (Please do not exceed the five-page limit for Management Councils and Contract Administration Offices or the two-page limit for Individuals).

DCMC-XXX

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS
HQ DCMC SINGLE PROCESS INITIATIVE CENTER

SUBJECT: Single Process Initiative Management Council Award Nomination

The attached nomination package *from the management council at XYZ Contractor, Anytown, USA, (OR from the geographic CAO, DCMC ABC, Anytown, USA) (OR in support of Any Name for Individual Achievement)* is forwarded for your consideration. If you have any questions, please contact [Name and Phone].

J. A. DOE, COL, USA
Commander
DCMC Anytown, USA

OR (for Individual Achievement)
J. A. DOE
Commander or Supervisor
DCMC OR Any Organization/Company,
Anytown, USA

Attachment
Nomination Package